

MINUTES OF COURTHOUSE SECURITY MEETING OF MAY 2, 2014

Call to Order

The Courthouse Security Committee was called to order at 9:00 a.m. on May 2, 2014, by Judge Storck.

Roll Call

Members in attendance were Judge John Storck, Russ Kottke, Judge Joseph Sciascia, Sheriff Pat Ninmann, Mary Ann Miller, Kurt Klomberg, Greg Vollan, James Ketchem, John Nehls, Russ Freber, Steven Seim and Lynn Steger (Recording Secretary)

Approval of Minutes

There being no objection to the November 1, 2013, Minutes, they were approved.

Remote Lock for Clerk of Courts Office Front Doors

The doors in question are the four front doors of the Clerk of Courts office. Judge Storck notes problem with courtroom doors/remote locks. Discussion held. Russ Freber can submit cost for a switch lock; not a FOB. Freber indicates Maintenance can get a price, but he is unsure just what Clerk of Courts are talking about. There is not enough information at this time to act.

Security of the East-Side Entrance Door to the Justice Facility

The east-side entrance doors are used by people coming into the Courthouse who can use a FOB. Judge Sciascia believes this is a weakness in the security system. Discussion regarding whether an alarm or lock system needed for that door. Greg Vollan states that he rarely uses that door anymore; unsure if Corporation Counsel uses it. James Ketchem states that Court Security will lock that door. This is a fire door exit. Judge Sciascia suggests that an alarm system be used. Motion by Judge Sciascia that the east-side entrance door be locked from the outside and an alarm system be investigated; second by Mary Ann Miller. Kurt Klomberg suggests that a memorandum should be sent to all employees advising of this change. The Motion is amended to include memorandum to all employees. Mary Ann Miller agrees to amendment. Freber indicates that they use the door daily, but will not continue to use it. Motion carried.

Establish a Policy for Who Should have FOB Access to the Courtroom Holding Cells

Thanks is given to Maintenance for FOB access to the holding cells. At this time a policy needs to be established on who should have access to holding cells. James Ketchum believes the following individuals should have access: Sheriff's Dept./Jailers, Court Security, James Ketchum, Bailiffs, Judges. Discussion held. Kurt Klomberg comments on shelter in place and prefers access to back doors instead of holding cells. Motion by Judge Sciascia to include Sheriff's Dept./Jailers, Court Security, James Ketchum, Bailiffs, and Judges as persons having FOB access to holding cells; second by Greg Vollan. Motion carried.

Report on the Security Conference by those who Attended

Summary of Security Conference given by Judge Sciascia. Kurt Klomberg had additional comments on four areas: 1) Radios – what frequency are the radios on and who is authorized; overload of radios is a concern. 2) Command Structure – Klomberg notes Milwaukee County fire in electrical cabinet as an example – who should be in command? It is suggested that the Sheriff is 1st in command. Discussion held regarding NIMS; need to develop the command structure further. 3) Multi-Use Buildings – this Courthouse has several departments: Clerk of Courts, Judges, DA's, Child Support, Sheriff and State Patrol; Klomberg indicates that if one Department receives a threat, everyone should know about that threat; regarding a judicial threat, all Judges should be notified. Communication is important. 4) Threat Sheets – an information sheet needs to be developed for a threat including the description, photo, etc. Judge Storck suggests that a subcommittee be established. Kurt Klomberg, Judge Storck, Judge Sciascia and James Ketchem volunteer to be on subcommittee.

Security Presentation by Chief for the Capitol Police

Judge Sciascia indicates that he saw a presentation by the Madison Chief of Capitol Police that discussed precursors to violence and identifying people who might be violent. Judge contacted the Chief of Police and he is willing to come to do a presentation; a date of September 9, 2014 was available for the Chief. Discussion held. Greg Vollan wondered if the presentation could be videotaped. Greg Vollan moves to contact the Chief of the Capitol Police to come on September 9, 2014, to give a presentation that could be videotaped. Judge Sciascia states that he also has an active shooter video for viewing.

Judge Sciasia also comments on the control over the security desk traffic; suggests a turn-style type of exit on the side of the security desk so that people can only go out of it; gives example. Kurt Klomberg moves that this idea be referred to a committee; second by Mary Ann Miller. Motion carried.

Concerning the Motion for the presentation by the Chief of the Capitol Police, they will have to discuss the venue for the presentation with James Mielke. Kurt Klomberg seconds the Motion by Greg Vollan. Motion carried.

Run, Hide, Fight Video Presented to Courthouse Employees

Judge Storck indicates that the Run, Hide, Fight video was shown to the employees and was very informational.

Modification of Customer Windows in Clerk of Courts Office

An estimate for the modification of the customer windows in the Clerk of Courts office was obtained from Hometown Glass & Improvement, Inc. (Copy of estimate distributed). There are two options on how to close the customer windows up: 1) frameless glass; or 2) frame installation. Maintenance recommends Option #2 because it is more secure; the glass in Option #1 is thinner glass. Judge Storck indicates there is still some money available; can purchase without approval by Law Enforcement Committee. Hometown will hold the price for 30 days. Judge Sciascia moves to accept Option #2 from Hometown Glass & Improvement for the modification of the customer windows in the Clerk of Courts Office; second by Mary Ann Miller. Motion carried.

New Business


James Ketchum indicates that Scott Smith attended Civil Process training recently; there are training sites in Appleton and Stevens Point. Steven Seim and Lynn Hron are also going to this training; the DA will contact Victim Witness Coordinator about going.

Training for Security Officers – The Security Officers attend all in-house training; Judges will be having a conference with security staff and Bailiffs.

Next Meeting

The next Security Meeting is scheduled for August 1, 2014, at 9:00 a.m.

Meeting adjourned.



Judge John R. Storck



Lynn Steger, Recording Secretary

DISCLAIMER: The above minutes may be approved, amended, or corrected at the next committee meeting.